

Easy Chair Instructions

(to submit project papers)

Set up an Account

First, you will need to set up an account (username and password). Go to <https://www.easychair.org/conferences/?conf=hcisunyk2014>. This link will bring up a login page for the course (Figure 1). Select on the link at the bottom to set up an account.

Sign to Easy chair for HCI SUNYK 2014



Figure 1. The login page of Easy Chair for HCI SUNYK 2014

This will take you to a new page (Figure 2). Select the link to obtain an account.

<p>How to log in to EasyChair</p> <p>Using Your EasyChair account</p> <p>To log in to EasyChair, you must have an EasyChair account. If you used EasyChair after the 9th of January 2007, then you have such an account. If you do not have an EasyChair account, click here to obtain one.</p> <p>If you have an EasyChair account but forgot your user name or password, click here to retrieve them.</p> <p>Login problems</p> <p>If clicking on EasyChair links repeatedly brings you to the login page please read the following.</p> <ol style="list-style-type: none">1. To use EasyChair you must enable cookies on your browser. Please check that you have cookies enabled.2. EasyChair will automatically terminate your session after two hours of inactivity, so it is normal that you are asked to log in again if you did not work with it for more than two hours. Another possible reason for this problem is the use of two different browsers or two different computers to access your EasyChair account. For security reasons, EasyChair does not allow for a simultaneous access of the same account from more than one browser or computer.3. If you have any other problems which prevent you from logging in, please contact the main EasyChair developer.	
--	--

Figure 2. Obtain an account

You will then be directed to a page where you will enter in your information (Figure 3). You will need to do an image recognition test and enter your name, secret word and email address.

<p>Obtaining an EasyChair Account</p> <p>One cannot use EasyChair without first creating an account. This is done to prevent misuse of the system. To create an account, you should do the following steps.</p> <ol style="list-style-type: none">1. Type in your email address and a <i>secret word</i> in the form below. The email address must be your email address. The secret word can be any combination of letters having at least five letters. You should remember the secret word, you will need it to create an account.2. After that, EasyChair will send you further instructions on obtaining the account by email to the email address you specified. You have to remember the secret word, it will not be included in the email. <p>When you have an account, you will no more need to remember the secret word.</p> <p>Note that the most common reason for failing to obtain an account is an incorrect email address so please type your email address correctly.</p> <p>Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service. If you are not sure what the words are, either enter your best guess or click the reload button next to the distorted words.</p>  <p>Also, fill out the following form.</p> <p>(*) Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, read the Help article about names.</p>	
---	--

Figure 3. Enter information to set up an account

You will receive an email from easy chair. Follow the link in the message to create an actual account on Easy Chair (username and password).

Submitting a Paper

Go to the link <https://www.easychair.org/conferences/?conf=hcisunyk2014> and enter your login information. See Figure 4.

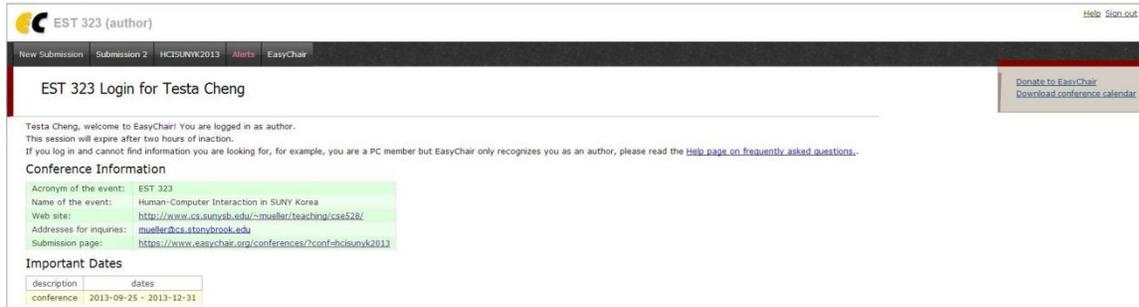


Figure 4. The submitting page

Click “New Submission” if it is your first time to submit the paper to HCISUNYK2014. Click “Submission #” can check your submission information. It is useful to update the paper. You will then fill in the author information. There will be author’s information on the paper. Note: Please leave the rest of the author boxes blank if the paper has one author or chose one author to be the main contact (Figure 5) if the paper has 2 authors (group).

Authors
For each of the authors please fill out the form below. Some items on the form are explained below.

- **Email** addresses below will only be used for communication, with the authors. They will not appear in public Web pages of this conference. The email address can be omitted for authors who are not corresponding. These authors will also have no access to the submission page.
- **Homepage** can be used in the conference Web pages, for example, for producing the program.
- All authors marked as **corresponding author** will receive email messages from the system. There must be at least one corresponding author.

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name^(*): Name
Surname: (*) Last Name
Email: (*) myEmail@cs.dal.ca
Country: (*) Canada
Affiliation: (*) Dalhousie University
Homepage: enter if want
Corresponding author:

Author 2 ([click here to add yourself](#)) ([click here to add an associate](#))

First name^(*): Name 2
Surname: (*) Last Name 2
Email: (*) 2ndAuthor@cs.dal.ca
Country: (*) Canada
Affiliation: (*) Dalhousie University
Homepage:
Corresponding author:

Figure 5. Author Information

Choose a title for the paper (related to the particular application you chose) and an abstract – a 1-paragraph summary of your work (Figure 6)

Title and Abstract
The title and the abstract must be plain text, they should not contain HTML elements.

Title: (*)

Abstract: (*)

Figure 6. Paper Information

Enter at least two key words that describe your paper (Figure 7). You could use the theme you chose (change, time, or glance) and the stage of this submission (stage 1, next time stage 2, ...)

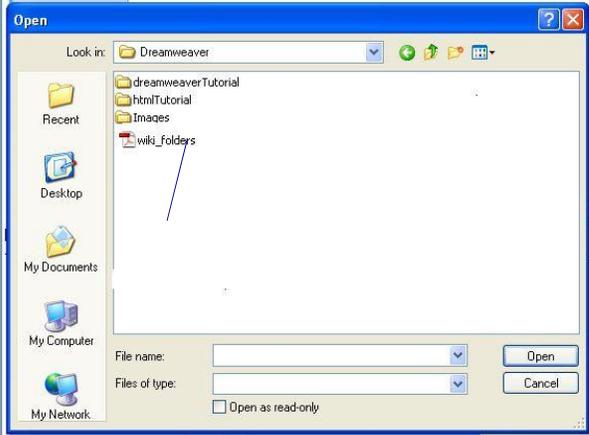
Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords (*):

Figure 7. Keywords

Finally, you will need to submit the actual paper (Figure 8). Select Choose File and a file dialog box will appear. Select the paper you want to upload to the site.



Open

Look in: Dreamweaver

dreamweaverTutorial
htmlTutorial
Images
wiki_folders

File name:

Files of type:

Open as read-only

Open Cancel

Upload paper

The paper must be in the PDF format (file extension .pdf). If you submit only an abstract, then tick the only abstract box, else upload the paper.
The file name, including the directory part, must contain only Latin-1 characters. If it contains any other (for example, Chinese) characters, then some browsers will not pass the file name correctly and you will get error messages.

File: No file chosen Abstract Only:

Figure 8. Upload your paper (in PDF format)

Once the paper has been received by the site, you can submit your paper and the information by pressing the Submit Paper button at the bottom of the page (Figure 9).

Ready?
If you filled out the form, press the 'Submit Paper' button below. **Do not press the button twice: uploading may take time!**

Figure 9. Submit the Paper

The corresponding author will receive an email confirming the submission.